

**New York State Department of Labor (NYS DOL)
National Dislocated Worker Grant – Hurricane Maria (NDWG – HM)
Request for Applications (RFA) NDWG-#1
Questions and Answers Pertaining to the RFA**

(Updated January 2, 2020. New questions and answers are posted at the end of weeks that they are received and indicated below after each revision date.)

Funding opportunity announcements are available at the New York State Department of Labor website at <https://labor.ny.gov/businessservices/funding.shtm>

Q1) Is this grant available for creating jobs in Greene County, NY?

A1) No. As stated in section III.B. (Target Population) of the RFA, “This RFA seeks to assist individuals, residing or receiving service in one or more of the following target communities: New York City (consisting of Bronx, Kings, Queens, Richmond and New York counties) and/or the following counties: Broome; Erie; Monroe; Montgomery; Nassau; Onondaga; Suffolk and/or Tompkins.” Greene County, New York is not included in the target population to be served by this RFA.

Q2) The link for Performance Budget Worksheet, attachment 2 does not work.

A2) When the link for Attachment 2 (Performance Budget Worksheet) is clicked, it will download the document as an Excel spreadsheet. Applicants must allow ensure their internet settings allow downloads.

Q3) We have an affiliate organization, which also serves the targeted population in another county. According to the RFA, (C pg. 5) the initial award amount requested is limited to \$100,000. Is that amount per county? If so, may we submit one application for to cover both counties for the amount of \$200,000? Or is it expected for us to submit one application, per county, with the initial amount requested of \$100,000?

A3) The \$100,000 is the maximum amount each applicant can initially request. As stated in section II.A. (Funding) of the RFA, “Single award amounts will not exceed \$100,000.”

Multiple applications of up to \$100,000 may be submitted by affiliate organizations that have different FEIN numbers. In section III.A. (Applicant Eligibility) of the RFA, it states “Multiple operations or locations of an eligible applicant can apply separately, but only if they have different Federal Employer Identification Numbers (FEINs).”

New Questions as of 07/27/18 start below:

Q4) May we back bill for your identified employment services for Puerto Ricans who migrated to an eligible NYS community after Hurricane Maria beginning October 1, 2017 (your pages 7 & 18), to the present, using the same reimbursement formula contained in your NDWG RFA amended on July 19, 2018, on pages 4-5, Cost Per Participant?

A4) Yes, applicants may request funding reimbursement for services provided beginning October 1, 2017. As stated in section II.B.3. of the Amended RFA, “Any activity that begins and/or is paid for prior to October 1, 2017 will fall outside the contract period and be ineligible for reimbursement.”

Q5) We served hundreds of Maria migrants between October 2017 and now, with more still needing help. Must we also submit individual participant level data to NYSDOL for that period/those individuals? (We understand we must do this for future participants). Will NYSDOL accept the past individual participant level data now, for the services rendered during the Oct. 2017 to present period?

A5) Yes. As stated in section III.B. of the Amended RFA, "For payment of outreach and enrollment services rendered, Applicants must submit individual participant level data to NYSDOL to complete the registration in OSOS pursuant to section II.B.1.b. The individual participant level data must indicate the individual is unemployed or underemployed due to, migrated to NYS from Puerto Rico after being dislocated due to, and/or have otherwise had their employment impacted by Hurricane Maria."

New Questions as of 08/24/18 start below:

Q6) Other than the fact that LWDBs cannot be reimbursed as subcontractors, can you please share any instructions/stipulations that applicants should be aware of regarding partnerships and subcontracting on this grant generally?

A6) The instructions/stipulations regarding partnerships and subcontracting can be found in the following sections of the NDWG-HM RFA: II.B.(c) (Job Ready & Career Development Services); II.B.(d) (Employment Access Activities); II.H. (Participation Requirements); III.C. (Partnering with Career Centers); VI.B.7 (Monitoring); VI.B.9 (Auditing); and VI.E. (Federal Executive Orders).

Q7) When transferring draft text to NYSDOL's pdf form, it is difficult to determine what the pagination will be in the pdf format, if the fonts are different, etc. How do we handle this?

A7) Submissions are mailed and therefore, do not need to be transferred into a pdf format. In section IV.C.3 of the RFA, it states that "Applicants may use their own file formats for their application attachments as long as they contain the same information as requested in the NYSDOL provided templates."

Q8) Please define Needs Related Payment, as it appears in the budget. How does this relate to Supportive Services?

A8) The federal Workforce Innovation and Opportunity Act (WIOA), from which the funding for this RFA was received, defines Needs Related Payment (TEGL 3-15) as being "designed to provide a participant with resources for the purpose of enabling them to participate in training services. ETA recognizes that many individuals in need of training services may not have the resources available to participate in the training. Needs-related payments can help individuals meet their non-training expenses and help them to complete training successfully. According to section 134(d)(3)(B) of WIOA, a participant must be enrolled in a training program described in section 134(c)(3) of WIOA in order to receive needs-related payments."

Q9) May we put receive funds for licenses and certifications under Supportive Services?

A9) Yes. Section II.B.1.c (Supportive Services -Job Ready and Career Development Services) of the NDWG-HM RFA indicates, includes "payments and fees for employment and career development-related applications, tests, and certification."

Q10) Will we be reimbursed for Supportive Services (e.g., for providing clients with ESL support?)

A10) Yes. Section II.B.1.c. of the NDWG-HM RFA indicates allowable costs for “Supportive Services which will be made available to an eligible enrollee to enable the individual to participate in career development assessment, instruction and other activities.” In addition, section II.B.3.c. of the RFA provides the reimbursable costs for “Supportive Services as—”Up to \$500 per participant”.

Q11) Please define ITA Training (under Employment Access Activities).

A11) The federal Workforce Innovation and Opportunity Act (WIOA), from which the funding for this RFA was received, defines Individual Training Accounts (ITAs) (TEGL 19-16) as “the primary method to be used for procuring training services under WIOA.” ITAs must be approved based on NYSDOL policy #TA09-2-1 as detailed online at <https://labor.ny.gov/workforcenypartners/ta/TA09-2-1-ITA-Approval-Policy.pdf> (posted 2/23/15).

Q12) Can Security Guard Training be claimed as an ITA Training under Employment Access Activities? How may we be reimbursed?

A12) Yes. According to the section II.B.3.d. of the NDWG-HM RFA security guard training may be included under Employment Access Activities or Job Ready and Career Development Services. Please see the answer to question 11 regarding reimbursement.

Q13) Are applicants permitted to include subcontracting partnerships with organizations other than Local Career Centers (i.e. other not-for-profit, community-based organizations) to provide a selection of the services/activities that are required by this RFP?

A13) Yes. Applicants may include subcontracting partnerships with organizations other than Local Career Centers to provide a selection of services/activities required by the NDWG-HM RFA. Section I.A. of the NDWG-HM RFA states, “Participant outreach and linkage strategies to a NYS Career Center are critical components of this RFA.”

New Questions as of 09/14/18 start below:

Q14) May we claim funds if we send a client to WorkForce1 for an ITG (Individual Training Grant), a labor-intensive process for our staff?

A14) No. Section II.B.3.b. of the NDWG-HM RFA states, “Referral to a NYS Career Center – No payment.”

New Questions as of 10/18/18 start below:

Q15) Our current evacuee caseload includes many single parents who did not work in Puerto Rico, but are now looking for employment due to the higher cost of living in NYC. Will these clients still fit into the Target population, given the RFA states the target populations must be under/unemployed due to Maria?

A15) Yes. According to the NDWG-HM RFA, section III.B., the participant level data must indicate the individual migrated to NYS from Puerto Rico after being dislocated due to Hurricane Maria.

Q16) What is your preferred method for data collection and submission (section V.A.2.h)?

A16) Section II.B.1.b states, "Initial Assessment Activities which must include, but are not limited to: "Basic registration information provided to NYSDOL for entry into the NYS employment services case management system known as the One Stop Operating System (OSOS)." A Customer Registration form and a Supplemental Registration form are generally used. The registration form is completed by the customer and collects all of the basic pieces of information needed to save a customer record in OSOS. The supplemental form is meant to be completed with the customer and collects information related to barriers to employment or circumstances that may make the customer eligible for additional programs and services.

Q17) Is there a sample intake that would include the registration information required for input into OSOS? Approximately how much time should be budgeted to complete each assessment?

A17) Yes. The ES100 Customer Registration Form and the ES102 Supplemental Registration Form may be accessed at: <https://www.labor.ny.gov/careerservices/career-services-forms-and-publications.shtm>. When NYSDOL staff conduct the assessment, it takes an estimated one and a half hours, but time may vary with each individual case depending on services needed. Also, some centers send the Customer Registration Form to the customer for completion prior to the Initial Assessment. If the customer completes the form before his/her appointment, then the appointment duration could be shorter. Section II.B.3.b of the NDWG-HM RFA states, "Initial Assessment Activities – \$100 (flat fee) per participant. Referral to a NYS Career Center – No payment. Bidder Applicants are required to submit individual participant level data to receive Enrollment milestone payment."

New Questions as of 10/19/18 start below:

Q18) Are Workforce Development Boards with 501(c)(3) status eligible applicants under the NDWG-HM funding opportunity? (edited on 01/02/20)

A18) No, LWDBs are not eligible to apply. Eligible applicants must be not-for-profit (NFP) community-based organizations or governmental entities. Per Section II.B.1. of the RFA, LWDBs cannot be reimbursed as subcontractors under this RFA and if the local Career Centers will provide Employment Access Services, LWDBs are expected to use and expend existing dislocated worker funds to provide said services.

New Questions as of 11/9/18 start below:

Q19) Does the RFA allow indirect costs to be included? If so, would that belong in Section 2 of the budget worksheet?

A19) Indirect costs of the Applicant only apply to those allowable costs that are not to be reimbursed at pre-defined (i.e., flat fee) levels stated in the NDWG-HM RFA (see Section II.B.3 of the RFA for more information on the manner in which each allowable cost is to be reimbursed). For these non-pre-defined costs only, Applicants are allowed to include indirect costs in their proposed budgets, in one of the following ways: (1) at the Applicant's Federally approved rate, if one exists; or (2) at a de minimus rate of 10% if a Federally approved rate does not exist, per 2 CFR 200.331. However, if including indirect costs in their proposal, Applicants must still adhere to the maximum caps per participant stated in Section II.B.3 of the NDWG-HM RFA for each non-pre-defined cost category. If indirect costs are being included in these categories, they may be factored into the per participant rate stated in Section 2 of the Performance Budget Worksheet for the applicable cost category. An explanation of cost, including the portion attributable to indirect cost, should be included narratively in Section 3 of the Performance Budget Worksheet for the applicable cost category.

New Questions as of 12/9/18 start below:

Q20) The links in section IV.D. of the RFP lead me to a generic Grants Management webpage. Are there more direct links that I can use?

A20) Yes. The Grants Reform website has recently been relaunched and rebranded as Grants Management at <https://grantsmanagement.ny.gov>. The RFP links have been updated here. "All interested parties must be registered in the Grants Gateway (<https://grantsmanagement.ny.gov/register-your-organization>) and apply online via the Grants Gateway website at: <https://grantsmanagement.ny.gov/apply-grant>." "Please refer to the Grants Gateway for guides and videos on the Registration and Online Application Process: <https://grantsmanagement.ny.gov/resources-grant-applicants>."

New Questions as of 12/28/18 start below:

Q21) Can for-profit companies apply for the grant?

A21) No. As stated in section III.A. (Applicant Eligibility) of the RFA, "eligible applicants must be not-for-profit (NFP) community-based organizations or governmental entities".